



# LTAP news

## Engineering Judgment and Engineering Study Return to MUTCD Standards

*By Susan Bowe, P.E., WSDOT Highways and Local Programs Traffic Services*

In May, the Federal Highway Administration published [Revision 1](#) of the 2009 Manual on Uniform Traffic Control Devices. It added language back into MUTCD Section 1A.09 that was in the 2003 edition but removed for the 2009 edition. This is a new guidance statement that reads:

*The decision to use a particular device at a particular location should be made on the basis of either an engineering study or the application of engineering judgment. Thus, while this Manual provides*

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*Standards, Guidance, and Options for design and application of traffic control devices, this Manual should not be considered a substitute for engineering judgment. Engineering judgment should be exercised in the selection and application of traffic control devices, as well as in the location and design of the roads and streets that the devices complement.*

Revision 1 also removed the following language from Section 1A.13 of the 2009 edition:

*Standard statements shall not be modified or compromised based on engineering judgment or engineering study.*

Even with the return of the use of engineering judgment and engineering study in standard statements, agencies should still plan to apply MUTCD standards. However, site conditions do not always make it possible to apply the standards directly. Therefore, Revision 1 allows agencies to be flexible in applying the standards. When an agency cannot follow a standard, they are required to document for their own records why they cannot follow the standard. This requirement is found in FHWA's [Official Interpretation 1\(09\)-1 \(I\)](#). To reduce their risk, it is a good practice to document what elements were evaluated and how and why the decision not to comply was made.

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# Alternate Street Name Signs for Streets on the National Register of Historic Places

*By Susan Bowe, P.E., WSDOT Highways and Local Programs Traffic Services*

Section 2D.43 of the Manual on Uniform Traffic Control Devices, modified by [Washington Administrative Code 468-95-143](#), covers the lettering, color, retroreflectivity, and location of street name signs. Brown is one of the four colors allowed on the sign's background.



*Standard brown street name sign  
(MUTCD code D3-1)*

In May, the Federal Highway Administration published [Revision 2](#) of the 2009 MUTCD, which revised Section 2D.43 to allow the use of alternative designs for the sign when they are used on lower speed roadways that are on the National Register of Historic Places. These are roadways with speed limits of 40 mph or less. To be on the National Register, historic properties need to meet the criteria in the [United States Code of Federal Regulations \(CFR\) Title 36, Part 60.4](#).



*Pantages Theater on Broadway  
in Tacoma's Theater District  
Photo by Susan Bowe*

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Here is the actual text from Revision 2:

*On lower speed roadways, historic street name signs within locally identified historic districts that are consistent with the criteria contained in 36 CFR 60.4 for such structures and districts may be used without complying with the provisions of Paragraphs 3, 4, 6, 9, 12 through 14, and 18 through 20 of this section.*

WSDOT Highways and Local Programs Traffic Services can assist local agencies with questions about the 2009 MUTCD, as modified by WAC 468-95. Please contact Susan Bowe, P.E., at 360-705-7380 or [susan.bowe@wsdot.wa.gov](mailto:susan.bowe@wsdot.wa.gov).



## You Should Attend!

### Who Benefits:

- Supervisors in city, county, state & federal agency road or street departments
- Superintendents, area foremen, lead technicians
- Equipment operators, crew leaders, maintenance specialists, dispatchers, and operations managers
- Suppliers and contractors for the public works market

### Conference Objectives:

- Present up-to-date methods and techniques for the maintenance and repair of streets, roads, highways, and bridges.
- Describe management concepts and practices for equipment and personnel involved in maintenance tasks and responsibilities.
- Offer technical information for discussion.
- Provide an opportunity to share solutions to common problems.

### 2013 Session Topics:

- Leading During Challenging Times
- Vendor Presentations & Equipment Demonstrations
- Asphalt
- Traffic Solutions
- Water Quality
- Work Zone Safety
- Personnel
- Snow & Ice
- Public Worker Safety

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# Yo no hablo Inglés Я не говорят по-английски ฉันไม่ได้พูดภาษาอังกฤษ 我不會說英語

*By Sharon Love and Jodi Petersen, FHWA Washington Division Office*

There are many ways to say it – these are just a few - but what the Spanish, Russian, Thai, and Chinese phrases above all say is: “I don’t speak English” (or so Google Translate tells me).

If you are monolingual, you may be concerned when you get comments from FHWA or other Federal agencies asking about how you are ensuring adequate outreach to those with limited English proficiency (LEP). We hope in this article to be able to give you some tools and advice on how to do this effectively.

## **What does it mean to have Limited English Proficiency?**

People who do not speak English as their primary language and who have a limited ability to read, speak, write, or understand English have limited English proficiency, or “LEP.”

## **What is required?**

The requirement for providing outreach in other languages is not new – it’s rooted in Title VI of the Civil Rights Act of 1964 (nondiscrimination on the basis of National Origin). The Presidential Executive Order 13166, “Improving Access to Services for Persons with Limited English Proficiency”, signed in 2000

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reinforces the nondiscrimination requirements of Title VI. The executive order requires federal agencies to:

- Examine services provided,
- Identify any need for services for those with limited English proficiency, and
- Ensure persons have meaningful access to the services.

When a Federal agency provides financial assistance, it must ensure that recipients/subrecipients acknowledge and agree that they will comply with Federal civil rights laws and policies prohibiting discrimination (including Title VI of the Civil Rights Act of 1964).

When the demographic data (usually census data or school district statistics) indicates that 5 percent of the population, or more than 1,000 people in the project area speak a language other than English, outreach materials such as brochures, letters, meeting invitations, newsletters, and websites should be translated into the other language(s). If full translation(s) aren't possible, then the documents should include a notice in the other language(s) giving information on who to contact within your agency to request a translator and/or translated materials. Sources for demographic data can be obtained at [http://www.lep.gov/demog\\_data/demog\\_data.html](http://www.lep.gov/demog_data/demog_data.html).

It is important to ensure that written materials routinely provided in English are also provided in regularly encountered languages other than English. Interpreters should be provided at workshops or public meetings. The goal is equal participation in the process for all affected parties. One point that is often raised is that many people are bilingual, so their ability to speak another language may not always mean they can't understand English, but there is a concept known as "safe harbor" that requires that these provisions be made, with the idea that some part of that 5 percent will be folks with LEP. It should also be noted that oftentimes persons who "speak" limited English, may not fully comprehend written materials in English, especially when these materials contain jargon or technical terminology.

It is not required to translate all materials, and some very lengthy documents, such as EISs, EAs, and discipline reports are rarely translated in their entirety,

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but there needs to be equal access to the information. For more information regarding the extent to which documents must be translated, go to <http://www.lep.gov/faqs/faqs.html#OneQ7>.

## **How can I find a Translator?**

In certain circumstances you may need a certified translator, in other cases you may be able to find the simple phrases you'll need to put in a notice or in your documents by contacting WSDOT H&LP or another part of your agency, the Police or Sheriff's Department for instance. If you do choose to use a notice with a phone contact, decide ahead of time who will answer that phone and how they will ensure that the caller's questions are answered. Since all parts of your agency are required to comply with Title VI, you may find that other departments (law enforcement, health, or housing) already have resources in place that you can use. There are resources to help such as [the English to Spanish Transportation terms glossary](#) (pdf 285 kb created by FHWA). A similar guide in Chinese was recently published by the American Society of Civil Engineers.

## **What dialect should I use?**

You may need to coordinate with community leaders to determine which dialect is appropriate. In the case of Spanish, most Spanish speakers in Washington State speak a version of Mexican Spanish.

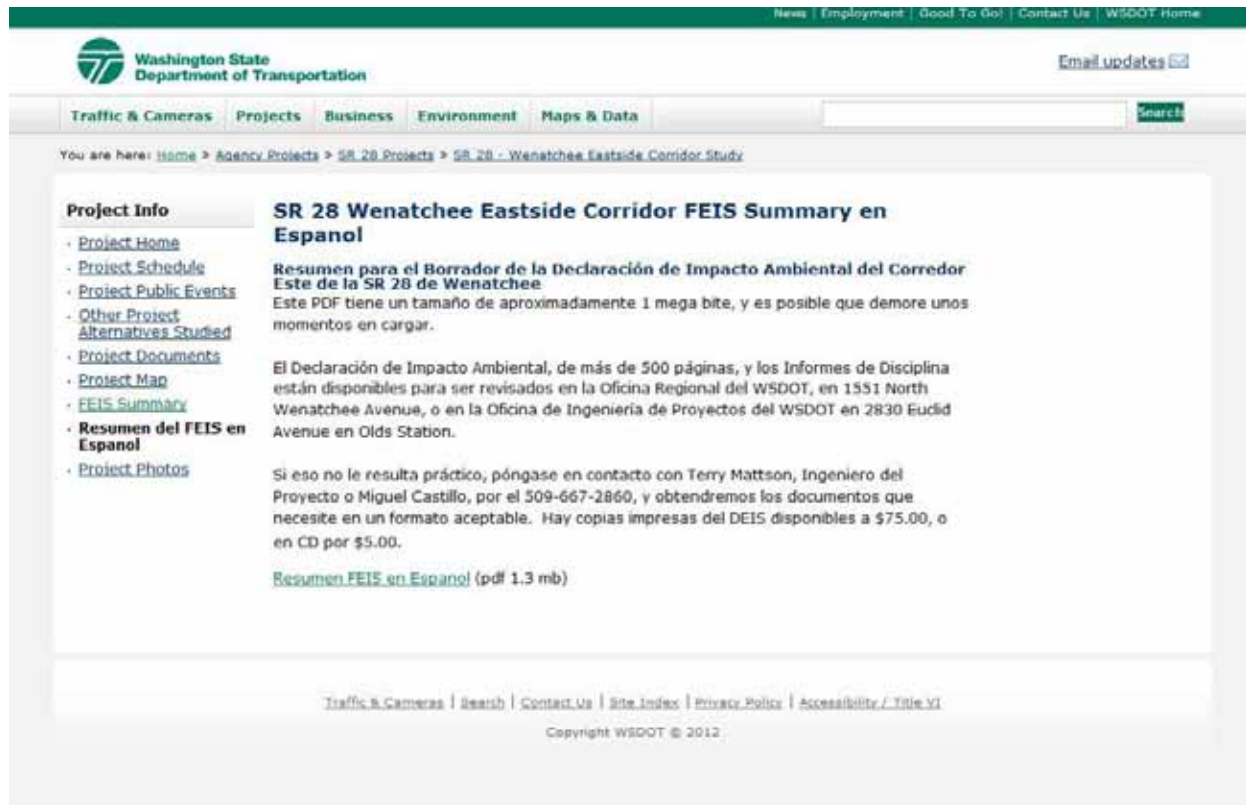
## **Other Available Resources**

For more ideas and tools, read

- FHWA's "[How to Engage Low Literacy and Limited English Proficiency Populations](#)" (pdf 1.9 mb);
- [Limited English Proficiency](#)  
A Federal Interagency Website <http://www.lep.gov/>;
- [Department of Justice Guidance on LEP](#)  
<http://www.gpo.gov/fdsys/pkg/FR-2002-06-18/pdf/02-15207.pdf>

## Good Examples

While we recognize that many transportation projects have not fully met these requirements, there are good examples that projects can follow. [The City of Seattle](#) and WSDOT's [SR 28 project](#) have both been successful in providing access to materials in other languages.



*SR 28 website in Spanish*

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# ADA Transition Plans

*By Jodi Petersen, FHWA Division Civil Rights Program Manager*

Has your agency conducted a self-evaluation of its services, programs, and policies to determine whether barriers exist for persons with disabilities? Did the self-evaluation include a review of facilities within the agency's public right-of-way? Has your agency developed a Transition Plan that identifies and schedules modifications needed, as a result of the agency's self-evaluation? Is the Transition Plan up-to-date (inclusive of facilities within the public right-of-way)?

If you answered "yes" to all of these questions, your agency is in a better position than most. If you answered "No" to any of these questions, please read on.

Self-evaluations and transition plans were first required by Section 504 of the Rehabilitation Act of 1973. Section 504 is applicable to recipients of Federal financial assistance. If a public agency receives Federal financial assistance in any of its departments/programs, the entire agency is subject to the requirements of Section 504. A self-evaluation and corresponding Transition Plan were required to be completed by agencies receiving Federal financial assistance within one year following issuance of the Federal agency's regulations implementing Section 504. Agencies receiving Federal financial assistance from the U.S. Department of Transportation (Federal Highway Administration, Federal Transit Administration, et al) had until 1980 to conduct a self-evaluation and develop a Transition Plan.

Later in 1990 the Americans with Disabilities Act (ADA) was signed into Law. The ADA contains requirements that closely resemble those contained in Section 504, but are applicable to all agencies/businesses – not just recipients of Federal financial assistance. Title II of the ADA is specific to State and Local Governments. Title II requires that all public agencies conduct a self-evaluation of its services, programs, and policies by January 26, 1993. If the self-evaluation identified areas where modifications were non-structural, those modifications

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were expected to be made “...as soon as practicable, but in no event later than three years after the effective date of this regulation” (which would have been 1995). Where structural modifications are needed, Title II requires agencies with 50 or more employees to develop a Transition Plan “...within six months of the effective date of this regulation”. (Note: Under the ADA, pedestrian facilities such as sidewalks are considered to be a “program” of a public agency.)

In 2008, the Federal Highway Administration (FHWA) Washington Division conducted a Section 504/ADA baseline assessment of 20 local agencies Statewide (a representative sample of small, medium and large entities). Our assessment revealed that most, if not all self-evaluations conducted (in response to Section 504 or the ADA) did not include an assessment of the agencies’ public right-of-way facilities. Less than half of the agencies interviewed recalled having developed a Transition Plan. Since 2008, we have learned that the results of our 2008 assessment are not unique to Washington State. Many agencies around the country are in a similar situation – herein lies the problem.

Despite everyone’s good intentions, transportation barriers such as lack of curb ramps or impassable sidewalks still exist today - 22 years after the ADA was enacted. Over the past 10 years, there has been a steady increase in ADA complaints, lawsuits, and Settlement Agreements (resulting from Project Civil Access Reviews by the Department of Justice) – many of which could have been avoided had more emphasis been placed over the years on identifying and removing barriers for persons with disabilities.



*Broken sidewalks like this one make it impassable for persons with disabilities*

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Today, many agencies across the country are trying to catch-up. Many are either in the midst of a self-evaluation or are looking for an effective means of conducting an evaluation/inventory of facilities within the public right-of-way. The results of the self-evaluation/inventory are needed in order to determine where current barriers exist and what, if any, modifications need to be made. As mentioned above, agencies with 50 plus employees will also need to develop/update their Transition Plan to be inclusive of facilities within the public right-of-way. Agencies with fewer than 50 employees are not required to develop a Transition Plan, but are still required to address (resolve) any structural barriers identified through the self-evaluation.

At a minimum, a Transition Plan shall:

- Identify physical obstacles in the agency's facilities that limit the accessibility of its programs or activities to individuals with disabilities (i.e., lack of curb ramp)
- Describe, in detail, the methods that will be used to make the facilities accessible (i.e., install a perpendicular curb ramp)
- Specify the schedule for taking the steps necessary to achieve compliance (i.e., April 2013)
- Indicate the official responsible for implementation of the plan (i.e., Mayor/County Commissioner – CEO position of the agency)

The Transition Plan should also include an estimated cost for each modification. This information can be useful when preparing agency budget requests/ Transportation Improvement Programs (TIPs), to ensure that the costs associated with projects detailed in the Transition Plan are included in the agency's annual budget.



*Curb ramp measure*

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Whether an agency is conducting a self-evaluation or developing a Transition Plan, the agency must provide an opportunity for public involvement by interested parties (specifically, individuals with disabilities/organizations representing individuals with disabilities). The self-evaluation must be maintained on file for at least 3 years following its completion. The Transition Plan is more of a living document meaning that it should be used as a planning tool (for budget purposes), as well as a checklist for tracking progress/completion of modifications. The Transition Plan should also be updated periodically to account for annexation/expansion of jurisdictional boundaries (i.e., the agency inherits additional miles of sidewalk or other public right-of-way features that require modification in order to be compliant). Please note that structural modifications need to be addressed any time an alteration occurs, whenever a valid request/complaint has been received, or within the scheduled timeframe identified in the agency's Transition Plan – whichever occurs first.

An internet search can provide several examples of agency self-evaluations/ Transition Plans. FHWA does not endorse any one method/Plan, but have found a couple of examples worth mentioning here:

- The City of Bellevue conducted a self-evaluation of its public right-of-way facilities in 2008 using an Ultra-Light Inertial Profiler (ULIP) mounted on a Segway scooter. Details of Bellevue's process can be obtained from their website at <http://www.bellevuewa.gov/accessibility-reports.htm>.
- While not a Washington example, a good example of a Transition plan is from the City of Rancho Cordova, California <http://www.cityofranchocordova.org/Index.aspx?page=133>. The Plan provides a lot of detail – the implementation piece is found in Appendix C.

There are also a few documents/reports available on-line that provide some insight/guidance on Transition Plans:

- “ADA Transition Plans: A Guide to Best Management Practices” (May 2009), National Cooperative Highway Research Program (NCHRP) Report 20-7, Task 232
- “ADA Compliance at Transportation Agencies: A Review of Practices”, NHCRP Report 20-7, Task 249 [http://onlinepubs.trb.org/onlinepubs/archive/NotesDocs/20-07\(249\)\\_FR.pdf](http://onlinepubs.trb.org/onlinepubs/archive/NotesDocs/20-07(249)_FR.pdf)

According to the 2000 Census, 20 percent of the U.S. population over the age of 15 has a disability. A 2011 Profile of Older Americans (published by the Department of Health & Human Services' Administration on Aging) revealed that 37 percent of older persons in 2010 reported having a disability (i.e., hearing, vision, et al). These statistics continue to rise with each passing year. What are you doing to ensure that your agency is prepared to address accessibility issues in the public right-of-way?



*Part of every agency's transition plan needs to include upgrading facilities that do not meet current standards. The opposing curb in this picture lacks a ramp, making accessibility difficult and the existing ramp needs to be upgraded to meet current standards.*

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# Ask MRSC

*By John Carpita, MRSC Public Works Consultant*

So who is that masked man? You know – that guy that sends emails to everyone, all the time!

Instead of Ask MRSC this issue, I thought I'd take few moments to describe the relationship between MRSC and APWA and between APWA "stuff" versus MRSC "stuff". You mean there's a difference?

When I go to APWA and other conferences and introduce myself to someone new, I often get the reaction: "Oh yeah, you're the one that sends out all those emails!" Well, it's not that bad, although in a given week you may receive 3-5 emails from me, depending on the subject and whether there's a full moon or not. These can be categorized thusly:

## **APWA Chapter Mailings**

The Executive Board has a policy that Chapter business and news items are distributed to Chapter members by the Chapter Liaison office, which – drum roll, please – is MRSC. [We contract with the Chapter to provide many other services to the Board and Chapter members, by the way.] At the direction of a Board member, MRSC (either Holly Stewart or I) downloads the Chapter Roster from the National APWA website and sends an email blast to the members on the roster. Sometimes, the signature on the email is that of the Chapter President or a Board Member, but the email is still from mrsc.org. In addition, the tell-tale is the Washington Chapter logo:



*The organization of choice in providing public works education, advocacy, expertise, and public awareness for its diverse community of members.*

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## City-County PWD/City Engineers Group

Over the past ten years, I've developed an extensive network of about 350 city and county public works directors, city/county engineers and other senior agency staff. I've used this network to ask the perennial questions: How do other agencies in Washington State handle a given situation? Does anyone have any sample documents? What is our collective wisdom on a given issue? I also use it to distribute information of interest to local government agencies.

[Parenthetical note: I try to keep this list current, but you folks keep moving around, so please let me know when you move to a different agency. And by all means, if you want to be added to the group, send your contact info to [jcarpita@mrsc.org](mailto:jcarpita@mrsc.org).]

## Other Association Mailing Lists

Through MRSC, I have access to a number of other professional association mailing lists and Yahoo-type groups. So, you may see my name on request targeted to more specific audiences, depending on a given research inquiry.

If you are curious about MRSC and what we do, please go to [www.mrsc.org](http://www.mrsc.org). You can also subscribe to a number of electronic publications and our new blog, MRSC Insight. Note these links:

MRSC Insight (blog): <http://insight.mrsc.org/>

Facebook: <https://www.facebook.com/munigov>

MRSC's e-Newsletter Subscriptions: <http://www.mrsc.org/updates.aspx>

Municipal Research News :

<http://www.mrsc.org/publications/mrscnewsletter.aspx>





## Pushbutton Installation

***City of Bellevue's Kam Szabo asked...***

**Q:**

I've got a few questions about APS pushbutton installations.

1. If you modify a curb ramp, but the existing pushbutton is located in an accessible location (meets all the various criteria for height and offsets), do you have to change the button to an APS button?
2. What if you are just adding truncated domes to the ramp?
3. Do you always have to separate out buttons if you have modified the ramp?

Since PROWAG is not formally adopted yet, I just want to get a better handle on what the triggers are from WSDOT and the Federal perspective.

Thanks in advance for any help you can offer.

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***Jodi Petersen, FHWA Washington Division Office, provided this response to Kam's question.***

**A:**

Hi Kam –

FHWA's position is that in the absence of a "standard" for public right-of-way facilities, entities should refer to PROWAG – which is considered to be a "reasonable and consistent policy" for PROW facilities.

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At the very least, the City must develop a “reasonable and consistent policy” for how it plans to address APS. Our expectation is that anytime you “touch” the pedestrian signals/pushbuttons, that you will replace with APS. If the scope of your project is only to modify the curb ramp (adding truncated domes, et al), and not “altering” the pedestrian signals/pushbuttons – then you don’t have to install APS at that time. However, at some point you will need to change out the pedestrian signals/pushbuttons to meet the PROWAG requirements (once PROWAG is adopted as a standard).

The bottom line is: the City either uses the PROWAG now as it’s (the City’s) reasonable & consistent policy, or it develops its own “reasonable and consistent policy” for how the City will address APS (until PROWAG is adopted as the standard). The City’s policy will need to specify when it will install APS (i.e., when pedestrian signals are altered, upon request/at a time specified in a specific schedule – such as in a transition plan).

I hope that this is helpful. I’ve cc’d Aaron Butters (WSDOT H&LP) on this response so as to ensure a consistent message (from FHWA) to all local agencies who may have the same/similar questions.

Please let me know if you have further questions or need clarification of the above.

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One quick follow up – When do you need to separate the buttons? Is that the same standard of “when you touch the buttons”, or does it have anything to do with the ramps being modified?

*Kam*

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Kam –  
Yes, at any time you “alter” the pedestrian signals/pushbuttons.

*Jodi*

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# Tech News

## Infrared Thermal Integrity Testing: Quality Assurance Test Method to Detect Drilled Shaft Defects

*Excerpts from a Tech Note*

*From the WSDOT Research Office, October 2011*

**Disclaimer:** *The contents of this note and report reflect the views of the authors, who are responsible for the facts and accuracy of the data presented herein. The contents do not necessarily reflect the official views or policies of WSDOT or FHWA. This does not constitute a standard, specification, or regulation.*

Drilled shafts are large-diameter cast-in-place concrete structures that can develop enormous axial and lateral capacity and consequently are the foundation of choice for many large bridges subject to extreme event loads such as earthquakes or vessel collisions. Many drilled shafts are constructed using the slurry method (wet method) as a means to stabilize the excavation. This means that both excavation and concreting are blind processes which increase the chance of unknowingly producing defects in the shaft.

Washington State Department of Transportation (WSDOT) constructs drilled shafts using the wet method and typically accepts them based on non-destructive test (NDT) results from Cross-hole Sonic Logging (CSL). This method of Quality Assurance (QA) testing can only verify the quality of concrete inside the shaft core and does not provide for verification of the quality or adequacy of the concrete cover outside the shaft rebar cage. Lower quality concrete cover

can occur when (1) the concrete has low slump and does not penetrate through the rebar cage or (2) the tremie concrete mixes with the slurry and becomes contaminated. In both cases, lower quality concrete results in unprotected rebar, which is then subject to corrosion.

There is a lack of reliable NDT methods to verify the quality of concrete throughout the entire drilled shaft (including the concrete on the outside of the rebar cage), though some of the methods include:

- Impact/Sonic Echo; provides qualitative assessment of shaft shape and concrete quality.
- Gamma-Gamma Logging; assesses concrete quality within 3 inches of the tube.
- Transient Dynamic Response; sonic echo using additional instrumentation and analysis.
- Cross-hole Sonic Logging; estimates concrete quality between tubes using wave speed.

Recognizing the limitations of these state-of-the-art QA methods to inspect subsurface concrete columns, WSDOT opted to evaluate other technologies for shaft assessment. As a result, a relatively new testing method that uses the energy expended from hydrating concrete, and the associated temperature signature, was selected for this study. This thermal integrity approach provides an overall perspective of the shaft based on the presence or absence of intact heat producing concrete. The shaft shape, cage position/alignment, cover, and concrete competency can all be assessed.



*Drilled shaft reinforcement cage being placed at the Manette Bridge*

## Background

Three primary issues result from shaft defects: (1) reduced structural capacity, (2) reduced geotechnical capacity, and (3) compromised long-term durability.

The established test methods used to assess the as-constructed concrete shafts vary in the types of information obtained, as well as the regions of the shaft that can be tested. Although not always practical, the use of multiple test methods can provide more information and better assessment of shaft acceptability.

Unlike other test methods, Thermal Integrity Profiling (TIP) provides various details of shaft integrity which include effective shaft size (diameter and length), anomaly detection inside and outside reinforcement cage, cage alignment, and proper hydration of the concrete. The ability to detect concrete volumes outside the reinforcing cage is perhaps its strongest feature.

In concept, the absence of intact/competent concrete is registered by cool regions (necks or inclusions) relative to the shaft norm; the presence of additional concrete is registered by warm regions (bulges into soft soil or voids). Anomalies both inside and outside the reinforcing cage can affect the normal temperature for all access tubes, but the closest tubes show the most severe variations with progressively less effect in more distant tubes.

## What We Did

This project investigated the merits of a new easy-to-use method of assuring shaft integrity via infrared temperature measurements. The system makes use of CSL access tubes (typically made of steel) installed in production shafts to take down-hole temperature measurements with a specialized infrared probe.



*Thermal testing of a 10 foot diameter drilled shaft at Nalley Valley Bridge Project*

During the 18 month study, eleven drilled shafts were tested at eight sites across the state of Washington. Testing was performed by WSDOT personnel using equipment provided. Various shaft sizes (4 to 12 foot diameters) in different soil geology were tested. Thermal testing was performed between 1 and 16 days after casting. Fresh concrete, from which the detectible heat energy stems, also varied when Type F, Type C, and slag concrete mixes were used.

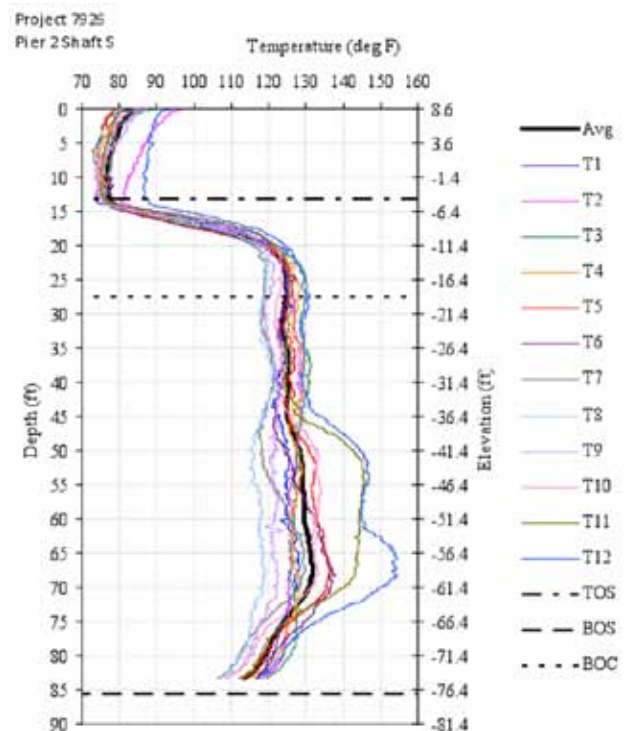
## What We Learned

For this study, no anomalies within the reinforcing cages were encountered, but various forms of external section changes were identified, as well as several cases of off-center cages. Cage alignments generally varied with depth. Notably, only two cases of reduced concrete cover were detected (bulges were most common).

The majority of TIP results do not require modeling for interpretation; rather, a basic understanding of the normal temperature profiles and features is all that is necessary.

## What the Researchers Recommend

Researchers recommend Thermal testing be used in conjunction with CSL testing where both are specified to be performed at a target of 10 percent of shafts until WSDOT becomes accustomed to the testing method and results. For non-redundant shaft foundations, they have recommended that every shaft be tested.



*Drilled shaft tube temperatures from thermal testing at the Manette Bridge*

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## Summary of Implementation

WSDOT plans to use the experience from this research to implement thermal testing for drilled shafts as a new quality assurance method. TIP is the specified NDT method for the Columbia River Crossing test shaft project, as well as the Puyallup River Bridge project. Based on the results, WSDOT will consider expanding the use of TIP to additional drilled shaft construction projects.

## Report Title

WA-RD 770.1 Infrared Thermal Integrity Testing: Quality Assurance Test Method to Detect Drilled Shaft Defects.

To read the full report, go to:

<http://www.wsdot.wa.gov/research/reports/fullreports/770.1.pdf>

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**Funding: \$99,992 SPR funds**

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# Ways to Help Your Federal Aid Project Run Smoothly (OR . . . Be Careful What You Wish For!)

*By H&LP Staff, HQ & Region*

**This is the First Article of a Three Part Series (Read the Whole Article at <http://www.wsdot.wa.gov/LocalPrograms/LTAP/News.htm>)**

Using Federal Highway Administration (FHWA) funding on public works projects is different than other federal funding you may be familiar with. Because of the requirements associated with FHWA funding, it is counterproductive to add a small amount of FHWA funds to a large project. One dollar of FHWA funding added to a project “federalizes” the entire project and supersedes or adds to the other state or federal funding source requirements. Your Region Local Programs Engineer (LPE) can guide you through the FHWA process. If you are already familiar with the process and its requirements, you already know there are many different ways to lose your funding.

This information is being provided to help increase awareness of what to look for, and what to avoid, while working on your projects.

Agencies receiving FHWA funds, except for those from the Enhancement, Scenic Byways, and Safe Routes to School programs, must be certified to manage and administer federal funds through the FHWA Certification Acceptance (CA) program. More information on the CA program is found in the Local Agency Guidelines (LAG), [Chapter 13](#). If your project requires CA and your agency is not a CA agency, the Region LPE or another CA agency will need to act as CA on your agency’s behalf. In some cases your Region LPE may require your agency to hire a qualified consultant to perform work on the project.

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If your agency has been approved as a CA agency, you are required to follow the terms of the CA Agreement and your agency's Approved Right of Way Procedures when administering a project with federal funds. If your agency is not a CA agency, you are required to follow the terms of the Letter of Understanding between the LPE and your agency, as well as any Right of Way procedures your agency is approved to follow for a project using federal funds.

Federal funding for your transportation project will generally follow these steps:

- **Apply** – your agency applies for a grant through one or more of several different organizations that have FHWA money to allocate. They may have other money available as well, but for this article we will restrict the discussion to FHWA dollars.
- **Selection** – Your agency project is selected by the organization(s) in step 1 (Apply).
  - » At this point you need to list your project in the Statewide Transportation Improvement Program (STIP). There's more information on that process later.
- **Authorization** – Each federal project requires Federal Highway Administration authorization by phase. Any work performed prior to this authorization is ineligible for federal reimbursement. Authorization is what sets approval of the project scope and provides a start date to eligible work.
  - » Once authorized, funds that have been granted to your agency are available to **"Obligate"** to your project.

Always start by checking the Project Development Checklist that is located in the LAG, Appendix [14.52](#). This is a "cradle to grave" list of activities, and the sequence they occur to successfully develop a FHWA funded project.

There are three different project phases that may utilize federal funds. They are:

- **Preliminary Engineering/Planning (PE)**
  - » Project Initiation and Planning
  - » Initial Design
  - » Environmental (Environmental may actually begin at different stages of the project.)
  - » Develop Plans, Specifications, and Estimate (PS&E)

- **Right of Way (R/W)**
  - » Right of Way
- **Construction (CN)**
  - » Advertisement and Award
  - » Construction
  - » Maintenance Projects as allowed by funding sources

During each of these three phases, there are areas that can be troublesome. We have listed some resources and general information about the requirements of the process and where you can find more information about them.

No action taken in any phase of a project is considered eligible for reimbursement until a [Local Agency Agreement](#) (LAA) or a supplemental agreement has been submitted and approved and FHWA authorization has been received. Approval is not retroactive and cannot reimburse for work performed prior to LAA approval and FHWA funds authorization.

Before you request authorization to use those federal funds you were just told you have, **you must have secured all of the funds** necessary to complete the scope of work being authorized for the phase. That means that if the estimated costs for the phase are higher than the federal grant you were given, your agency must find enough money from a different grant or source to complete the work and show it on the LAA or Supplemental LAA. Certification that you have secured funding must be submitted with your request for authorization. See [LAG Chapter 14](#) section 14.22 for a list of required documentation for fund authorization.

When an agency signs the LAA, it agrees to follow the requirements outlined in the LAA, the CA agreement (when applicable), your agency's Approved Right of Way Procedures, the WSDOT Construction Manual, WSDOT Local Agency Guidelines, Standard Specifications, the terms of your contract, and any Letter of Understanding that may be issued by WSDOT to your agency. Failure to follow any of these requirements can result in loss of federal funding.

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## Preliminary Engineering/Planning (PE)

### Project Initiation and Planning

Before you request Authorization for any phase of a project, **the project has to be listed in the [STIP](#)**.

- This part of the process can take several months, depending on the individual schedule of your Metropolitan Planning Organization (MPO)/Rural Transportation Planning Organization (RTPO). Submit your agency TIP to the MPO/RTPO when it is adopted by your agency and as changes are made during the year.
  - » When **changes** to any of the project phases occur, you will need to either **Amend or Correct** your TIP and **resubmit** through the MPO/RTPO. See [LAG Chapter 12](#), Section 12.20 and the [STIP Document](#) from our web page.

Significant delays can be eliminated by running the project description, phase dates, and estimates by your Region LPE for their review. These need to be consistent with other project documents, and in some cases they must match word for word.

Project limits must include all work, including staging areas. It is much easier to cut down a project footprint than it is to expand it, so go larger if in doubt.

- No expenditures incurred prior to Preliminary Engineering approval will be reimbursed. This includes charges for work on the NEPA environmental process.
- When requesting AUTHORIZATION of federal funds for a Planning only phase of a project submit:
  - » A completed [Project Prospectus](#), including the backup documentation, to your Region LPE,
  - » A signed [Local Agency Agreement](#), (see LAG Chapter 22) for the project to your Region LPE,
  - » Evidence your project has been incorporated into the STIP (an exception for some planning projects may apply), and

- 
- » A documented cost estimate.
  - » You may also need to submit a Quarterly Project Report (QPR)
  - For Preliminary Engineering fund authorization you also need to submit:
    - » Typical sections and
    - » Vicinity map.

Part Two of this series will appear In the Fall LTAP Newsletter. But you can read the entire article [HERE](#), if you just can't wait.

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# LTAP Publications and Online Resource

## **LTAP Technical Publications**

LTAP provides free, printed technical transportation publications that can be ordered and shipped to local agencies. Visit [WSDOT's LTAP website](#) for a list of available publications and how to order them.

## **Retired Professionals Website**

[The Retired Professional program](#) provides a listing of retired public works individuals interested in part-time or full-time employment with agencies needing experienced professional employees.

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# Training Opportunities

## **Training Opportunities from the LTAP Center**

[LTAP Sponsored Courses](#)

[WSDOT Sponsored Courses](#)

[Other Training Opportunities](#)

[Webinars](#)

## **Online Training Opportunities**

[Gravel Road Maintenance and Design](#)

[National Highway Institute \(NHI\) Free Web-Based Training](#)

## **Looking for a particular training?**

Email us at [LTAPtraining@wsdot.wa.gov](mailto:LTAPtraining@wsdot.wa.gov)



## C201 – Communication in Real Estate Acquisition

Start Date: 09/11/2012

End Date: 09/13/2012

No. of Days: 3 days

Course Level: Intermediate

CEU Credits: 24.00

Class Time: 8:00 a.m. – 5:00 p.m. daily

Tuition: \$590 member / \$735 non-member



*Carol L. Brooks,  
SR/WA—Master Instructor*

You won't want to miss this opportunity to learn important tips to improve your communication skills. C201, a three-day course, covers various facets of interpersonal skills, active listening and questioning skills, the value of word choice, motivation and need, and appreciating the realm of communication from the property owners' perspective. C201 also includes a five-step framework for successful negotiation and communication.

Of all the communication courses that Ms. Brooks' teaches for the IRWA, C201 is her favorite. She says, "This course goes beyond the workplace. It teaches strategic lessons and tips on how to improve your communication regardless the venue, the influence and the intensity of the parties. These skills will help you literally to crawl into the head of the other person and see life from their point of view." She conveys each lesson with humor and a myriad of war stories to engage her audience and to...well...keep everyone interested and awake!

Carol has taught the IRWA's 200-series 43 times in the past four years. Her goal is to not only teach communication principles, but to inspire each participant to improve their interpersonal style of communication and connection with the other party.

For further information, please contact Course Coordinator:

**Danielle MacEwen**, City of Olympia Public Works

601 Fourth Avenue East, Olympia, WA 98507-1967

(360) 753-8211

[dmacewen@ci.olympia.wa.us](mailto:dmacewen@ci.olympia.wa.us)



2012 NWPMA Conference

# PAVING IT FORWARD

Oct. 23–26, 2012 | Heathman Lodge, Vancouver, WA

Register Online <http://nwpma-online.org/>

Over 40 presentations by respected nationwide pavement management professionals and vendors - Key Topics and Speakers to include:

## **Pavement Presentation**

Steve Mueller – Federal Highways

## **Asphalt Compaction 101**

Chuck Deahl – Training Mgr Bomag

## **Engineered Warm Mix Asphalt**

John Duval, PE – Duval Engr.

## **How to account for Risk Factors in Pav. Mgmt.**

Katie Zimmerman, PE – Applied Pavement Technology

## **Chip Seal Training**

Steve Vandebogert – Western States Asphalt

## **Transportation Utility Fees**

Tina Bailey – City of Hillsboro

## **Designing and Maintaining Long-Life Pavements**

Linda Pierce, PE – Applied Pavement Technology

## **ADA Transition Plans, Agency Risk and Ramp Construction and Requirements**

Ron Franzen – WSDOT

## **Hot in place, cold in place and full depth reclamation**

Blair Barnhart – The Barnhardt Group

## **Reinventing the (Pavement Management) Wheel**

Ralph Haas – University of Waterloo

**Register by Friday August 31st  
for Early Bird \$250 Registration**

For Vendor Information contact Eric Edwards (253) 798-2957

For Speaker Information contact Andrea Swisstack (425) 587-3827

For additional information or questions contact Debbie Martisak (503) 350-4084



## Infrastructure Assistance Coordinating Council

# 2012 Conference

October 2-4, 2012

Tuesday - Thursday

Wenatchee Convention Center

Dear Colleagues:

Most of our communities are in a much different economic situation today than they were five years ago, and we will likely never be going back to the way things were. To help you run your infrastructure systems in this new reality, we've lined up sessions on a variety of topics, including:

- The role of the council in utility management
- Planning for sustainable infrastructure systems, both in the long-term and the short term
- The pros and cons of using different financing tools for your infrastructure project
- How to successfully qualify for, apply for, and manage government loan and grant contracts
- Case studies highlighting the funding packages for recent successful projects in other communities
- Field trips to see new facilities in Wenatchee and Rock Island
- And more!

Pre-arranged 'Tech Team' meetings to help you develop a funding strategy for a community infrastructure project will again be available on Tuesday morning, and we'll be hosting the fourth annual IACC Awards Ceremony on Wednesday. And, of course, you will have the opportunity to talk with people from other communities about their projects, and meet face to face with funding, regulatory, and technical assistance staff.

We look forward to seeing you in Wenatchee in October!

Janea Eddy  
Conference Coordinator



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## **Title VI Notice to Public**

It is the Washington State Department of Transportation's (WSDOT) policy to assure that no person shall, on the grounds of race, color, national origin or sex, as provided by Title VI of the Civil Rights Act of 1964, be excluded from participation in, be denied the benefits of, or be otherwise discriminated against under any of its federally funded programs and activities. Any person who believes his/her Title VI protection has been violated, may file a complaint with WSDOT's Office of Equal Opportunity (OEO). For additional information regarding Title VI complaint procedures and/or information regarding our non-discrimination obligations, please contact OEO's Title VI Coordinators, George Laue at (509) 324-6018 or Jonté Sulton at (360) 705-7082.

## **Americans with Disabilities Act (ADA) Information**

This material can be made available in an alternate format by emailing the WSDOT Diversity/ADA Compliance Team at [wsdotada@wsdot.wa.gov](mailto:wsdotada@wsdot.wa.gov) or by calling toll free, 855-362-4ADA (4232). Persons who are deaf or hard of hearing may make a request by calling the Washington State Relay at 711.

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## Washington State LTAP Center

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To request a subscription to this publication, go to [www.wsdot.wa.gov/localprograms/ltap/news.htm](http://www.wsdot.wa.gov/localprograms/ltap/news.htm) and subscribe to the **LTAP Newslistserv**.

Editor reserves the right to refuse to publish and to edit articles to conform to the standards of our publication.

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The Local Technical Assistance Program (LTAP) is a national program financed by the Federal Highway Administration (FHWA) and individual state transportation departments. Administered through Centers in each state, LTAP bridges the gap between research and practice by translating state-of-the-art technology into practical application for use by local agency transportation personnel.

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